

# REGULATION

Appointing Authority Letter Reference:	Effective Date:  August 20, 2000	Index Reference:	Regulation Number:  <b>5.03</b>
Issuing Bureau: Human Resource Services	Rule Reference: <del>Chapter 5</del> <u>Civil Service Commission Rule 5-4.5</u>		Replaces: Compensation Procedure 3
Subject:  <b>SHIFT DIFFERENTIAL</b>			

## 1. PURPOSE

A. This regulation establishes the standards for the payment of a shift differential premium for eligible non-exclusively represented employees.

## 2. CIVIL SERVICE COMMISSION RULE REFERENCE

### A. Rule 5-4.5 Shift Differential

(a) Eligibility. The compensation schedules must identify each classification that is eligible for shift differential premium. The shift differential premium is payable to an eligible employee for each shift in which more than 50 percent of the employee's regularly scheduled shift falls between 4:00 p.m. and 5:00 a.m.

(b) Rate. The shift differential premium is 5 percent of an employee's regular rate.

## 3. STANDARDS

A. Employees in certain classification at the levels indicated below are eligible for shift premium of 5% above straight-time rates, rounded to the nearest cent:

1. ~~Non-Exclusively Represented Employees — refer to the applicable Collective Bargaining Agreement~~Eligible classification levels as determined by the state personnel director are identified by Shift Eligibility Code "Y" in Section A of the Compensation Plan.

2. ~~None~~Exclusively Represented Employees — Position Comparison Equivalency Level (PCEL) 1-12Refer to the applicable collective bargaining agreement.

~~—Note: Eligible classes are identified by Shift Eligibility Code "Y" in Section A of the Compensation Plan.~~

- B. Shift premium ~~shall be~~is paid to eligible employees for each shift where fifty percent or more of their regularly scheduled shift falls between the hours of 4:00 p.m. and 5:00 a.m.
- C. Shift premium ~~shall be~~is included as part of the regular rate for computation of the premium for overtime hours worked by eligible employees working regularly scheduled afternoon and night shifts. (See ~~Paragraph B, 1, b Page D-35~~Regulation 5.02, Premium Payment of Overtime, On-Call Compensation and Callback Compensation.)
- D. Shift premium ~~shall~~is not ~~be~~ paid for holiday time off or leave time used.
- E. The value of shift premium ~~shall~~is not ~~be~~ included in determining the value of fringe benefits which are based on pay rate; all fringe benefits will be based on the straight time pay rates.
- F. ~~Work requiring reassignment of employees from day shifts to~~An employee reassigned from a day shift to an afternoon or a night shifts ~~shall be~~is paid shift premium as in the case of regularly assigned afternoon and night shifts.
- G. When an employee takes the place of an absent worker and either of the employees is eligible for shift differential, the employee must be paid shift differential in addition to ~~overtime unless both employees are not eligible for shift differential~~any eligible overtime.
- H. ~~A schedule of afternoon and night shifts regularly worked, together with the number of employees in each class regularly scheduled, shall be provided to the director as required.~~

## **CONTACT**

Questions regarding this regulation should be directed to the Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909, (517) 335-7862 or (517) 373-7618, or MDCS@state.mi.us.

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<p><b>NOTE:</b> <u>Regulations are issued by the State Personnel Director under authority granted in the State of Michigan <i>Constitution</i> and the <i>Michigan Civil Service Commission Rules</i>. Regulations that implement Commission Rules are subordinate to those Rules.</u></p>
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